

**HOUSATONIC COMMUNITY COLLEGE**  
**JOB OPPORTUNITY**

**GRANT COORDINATOR**

Full-time, 12-Month, Non-Tenure Track, Position  
Renewable for the duration of the Grant (Four years)

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**ANTICIPATED START DATE:** January 2014

**MINIMUM QUALIFICATIONS:** Master's degree and two years of experience as a faculty member or administrator in higher education; track record of implementing federal funded grant programs essential. The successful candidate will have demonstrated ability to work with multiple constituencies and to collaborate with faculty, employers and college staff. Strong technology and communication skills are essential. An understanding of the mission of the community college and experience working with participants in workforce training programs as well as traditional college students of varying abilities is highly desirable. Strong project management skills essential.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

**RESPONSIBILITIES:** Under the supervision of the Dean of Community Outreach, the grant coordinator will:

- Serve as Housatonic's grant liaison to the consortium of colleges participating in the Trade Adjustment Assistance Community College and Career Training grant program grant funded by the U.S. Department of Labor;
- Coordinate the implementation of all aspects of the TAACCCT program;
- Work with faculty to develop on-line and on-site certificates and Associate degrees fully articulated with four year degrees at colleges and universities in the northeast;
- As part of the curriculum development process, will coordinate groups of faculty, employers and workforce development professionals to align the competency-based curriculum with industry standards;
- Oversee grant team members charged with recruiting students, assessing their prior learning experiences for collegiate credit, and implementing a student tracking system;
- Oversee and coordinate the implementation of advanced technological strategies identified in the grant and related professional development;
- Assess outcomes working with the Institutional Research Assistant, prepare required grant reports and work with fiscal affairs on budget oversight;
- Work in collaboration with the Continuing Education Assistant to create non-credit to credit pathways;
- Supervise the Assistant to the Grant Coordinator; and
- Perform other duties as assigned.

He/she will be required to meet with the consortium members on a regular basis. Schedule may include evening and weekend hours. Some travel will be required. Applicant must have valid driver's license.

**ANNUAL SALARY:** \$54,704.00 annual salary with full benefits package

**TO APPLY:** Submit a **letter of interest**, **current resume** and **completed (typed) Connecticut Community College Employment Application\*\*** to:

**INCOMPLETE APPLICATION  
MATERIALS WILL NOT BE  
ACCEPTED.**

Human Resources Department  
Grant Coordinator Search  
Housatonic Community College  
900 Lafayette Boulevard  
Bridgeport, CT 06604, or

**NO FAXES PLEASE**

E-mail: [ho-humanresources@hcc.commnet.edu](mailto:ho-humanresources@hcc.commnet.edu) **(8 PAGES OR LESS)**

**APPLICATION DEADLINE:** Application materials must be **RECEIVED** on or before **NOVEMBER 27, 2013.**

\*Available online at [http://www.hcc.commnet.edu/HR/apps/State\\_App\\_UnclassEEO-2012.docx](http://www.hcc.commnet.edu/HR/apps/State_App_UnclassEEO-2012.docx).  
(Application must be completed in its entirety; references to resume or CV are not acceptable.)

Posted: 10/29/13

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.